RULES AND REGULATIONS

FOR THE

INTERNAL GOVERNMENT

OF THE

ALMSHOUSE

AND

HOUSE OF EMPLOYMENT.

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ORDINANCE AND RULES

FOR THE

Alms-House and House of Employment.

WHEREAS the Guardians of the Poor, within the City of Philadelphia, district of Southwark, and township of the Northern Liberties, having acquired, in pursuance of an Act of the General Assembly, made and passed the twenty-ninth day of March, in the year of our Lord one thousand eight hundred and three, the power of appointing eight persons of their body, for the management of the house appropriated for the reception of the poor; and it being necessary for the support and government of the house aforesaid, that a revision of the Ordinances, Rules and By-laws, now in force, should take place, and that such further wholesome ordinances, rules and bye-laws, be made and ordained as should be found expedient: *Be it therefore ordained and enacted by the Managers so appointed by the said Guardians of the Poor, by and with the approbation of the Chief Justice and Attorney General*—That,

RULE I.

The Managers shall meet at the house aforesaid, on the afternoon of every second day of the week; called Monday, at 2 o'clock P. M. and on such other days and times, as they shall find necessary, to inspect the state of all matters and things relative to the support and employment of the said poor, and confer and conclude thereon, and give such orders and directions

concerning the same, as to them shall appear good, useful and expedient, and consistent with the design of the Institution.

RULE II.

The Managers shall appoint from their body the following Committees, whose duties shall be as defined under their respective heads, *viz.*

SECT. 1. A visiting committee, consisting of two members, who shall attend at the house on the third and sixth days, called Tuesday and Friday, of each week, at such hour as they may agree upon, when they shall inspect the condition of the wards, and other departments appertaining to the house, and render such advice and assistance in supporting the order and good government thereof, as to them may appear useful, and make report in writing at the next succeeding stated meeting of the Managers.

SECT. 2. A manufacturing committee, consisting of four members, two of whom shall be appointed from the City, one from the district of Southwark, and one from the township of the Northern Liberties.

They shall meet at the Almshouse on the afternoon of every fourth day, called Wednesday, at three o'clock P. M.

The general superintendence of the manufactory shall devolve upon them, they shall order the purchase of raw materials, fix the prices on all goods manufactured in the house, and the wages of the workmen on hire, carefully inspect the accounts relative to the department, and, with the approbation of the Board of Managers, appoint such salary officers as may be judged expedient. They shall keep correct Minutes of their proceedings, and exhibit them at every stated meeting of the Managers.

SECT. 3. A clothing committee, consisting of two members, who shall serve in rotation for one month, and meet at the house on every fifth day, called Thursday, at 3 o'clock P. M. and order such clothing to

be distributed to the paupers as they may deem necessary, and whenever they may make purchases of any articles for this purpose, they shall report the same in writing to the Board of Managers.

SECT. 4. A provision committee, composed of three members, one of whom shall be appointed from the city, one from the district of Southwark, and one from the township of the Northern Liberties: they shall purchase such provisions for the maintenance of the paupers and others in the house, as shall be ordered by the Board, and report the same in writing at the stated meetings thereof.

SECT. 5. A fuel committee, consisting of three members, who shall purchase all the fuel for the use of the house, and make report in writing to the Board of Managers at their stated meetings, of all such purchases.

RULE III.

There shall be a Steward and Matron of approved integrity and ability, who shall be chosen by a majority of all the Managers, and removed by them at their pleasure; but the consent of three fourths of the whole number shall be necessary for their removal.

DUTIES OF THE STEWARD.

SECT. 1. The Steward shall, at every stated meeting of the Board of Managers, submit an account of the ingress and egress of the paupers for the week preceding, designating those who may have died or eloped; he shall also exhibit weekly an account of receipts and expenditures, with all bills presented for payment, and circular letters to receive the signature of the President, notifying masters of apprentices whose time of service may have expired; a list of such articles as are likely to be wanted in the course of the current week; and communicate in writing, such alterations, improvements or observations as he may conceive will have a tendency to promote the interests of the institution.

He shall have the general superintendence and care of the house in all its various departments, (excepting such as are specially entrusted to the Matron, and hereinafter particularized,) enforce all the ordinances, rules by-laws, and orders of the Managers, preserve strict orders among the paupers and others in the house, and shall have full power to punish those who do not conduct themselves in an orderly, sober and submissive manner, by confining them in the cells for a period not exceeding one week ; unless one or more of the Managers shall direct otherwise, during which confinement they shall be supported on bread and water only.

He shall be careful that the nurses and others having the charge of the different wards under his superintendence, pay a due and strict attention to cleanliness in every respect; and that whenever the weather will permit, they have their separate wards well ventilated, and especially those appropriated for the reception of sick and invalid persons ; that the straw in the beds be changed at least once in every month during the summer season, and that the beds are preserved clear of vermin. He shall see that those under his care are decent and neat in their apparel, and have clean linen to shift once in every week ; for this purpose they shall be provided with a sufficient change ; he shall take all the spare clothing into his custody, and cause it to be washed and mended, and shall, on the morning of the first day of the week, called Sunday, deliver to each person their change of clean linen and receive from them their foul linen. He shall observe that the nurses treat the unfortunate persons who are placed under their care, with all possible humanity and attention, and are faithful in the discharge of the duties assigned them ; and whenever a nurse or keeper of any of the wards shall report to him the names of one or more persons under their charge who may have absented themselves from their ward during the night, he shall diminish the rations for the succeeding day in proportion to the number of delinquents, and punish them agreeably to the mode prescribed in

the rules relating to the government of the house. He shall have all the fires and lights extinguished at the hours prescribed in the rules relating to the government of the house, excepting such as shall be absolutely requisite, and those shall be left under proper care.

The Steward, or some other person approved by the Managers, shall attend at meal times, and see that those under his care assemble together according to the order or classes settled by the Steward, that they behave with decency and good manners toward each other, that they do not immediately begin to eat or help one another, but wait in silence, that the pious and devout among them may have an opportunity of returning thanks to the Supreme Being for the mercies betowed upon them.

He shall keep an account of all the goods manufactured in the house, of which he shall take the charge, and render an account thereof to the manufacturing committee at their stated meeting in each week. When any person dies he shall immediately take an inventory of the clothing, &c. belonging to the deceased, and cause them to be cleansed, and, if necessary, mended; and deposit them in the store room, or some other safe place there to remain at the disposal of the Board of Managers.

DUTIES OF THE MATRON.

Sect. 2. The Matron shall be entrusted with the entire superintendence and care of that part of the house appropriated for the accommodation of females and children, and shall be vested with the same powers as the Steward, in preserving good order and propriety of behaviour among those committed to her charge. She shall observe that due attention is paid to cleanliness in every respect, and that the nurses and others employed under her direction, are faithful in the discharge of their several duties, and behave to the sick and infirm placed under their care with the greatest

degree of attention and humanity. She shall also observe that the same attention is paid with respect to the beds, and the appearance of those under her care, as is prescribed in the duties of the Steward. When any person dies, she shall immediately take an inventory of the clothing, &c. belonging to the deceased, cause it to be cleansed, and if necessary, mended, and deliver it to the steward. For all services, or other occasions of the house, there shall be proper persons appointed by the Board of Managers or their committees, for her assistance.

She shall apply to the Steward on the second day of every week, called Monday, for as much of the raw materials, either of wool, cotton, flax, or tow, as may be requisite for the employment of those under her care, in carding, spinning, knitting, sewing, &c. and he shall cause the same to be weighed and delivered to her, or her written order, and keep an account thereof; and on the afternoon of every seventh day, called Saturday, the Matron shall deliver, by some trusty person to the Steward, all the yarn and thread spun during the week, of which also, he shall keep a regular account, and exhibit to the Board or manufacturing committee as often as they may judge proper.

When any person dies she shall immediately notify the Steward thereof, who shall forthwith order a coffin to be sent to the department of the house wherein such deceased person may lie, and the body, after being washed and laid out in a decent manner, shall without delay, be placed in a coffin, and carried to the room appropriated for that purpose- She shall take care that all the fires and lights are extinguished at the time specified in the rules relating to the government of the house (those only excepted that are indispensably necessary) and that these shall be left under proper care.

RULE IV.

GATE KEEPER.

A Gate Keeper of approved character shall be chosen by the Board of Managers, and removed by them at their pleasure. It shall be his duty to take charge of the gate on Spruce-street, and regularly attend thereto, from the time of opening in the morning, until the closing thereof in the evening, agreeably to the times specified in the rules relating to the government of the house. He shall permit no pauper to pass through the gate without the approbation of the Managers, Steward, or Matron. With respect to the ingress of persons who do not belong to the house, he must be governed by the regulations of the Board of Managers, which they may from time to time, be pleased to adopt on that head. He shall also take charge of the gate dividing the men's from the women's yard, and duly attend to opening and closing the same at the time specified in the rules above mentioned.

RULE V.

PERSONS ADMITTED INTO THE HOUSE.

No person shall be admitted into the House if known to labour under any kind of infectious disease, which in the opinion of any two or more physicians attending the house, shall be deemed of dangerous consequence to the lives or health of the persons belonging thereto, and if after admission, the physicians shall declare the person so admitted to have such disorder, he or she shall be immediately returned to the care of the guardians sending such person in, unless the Board of Managers shall otherwise direct. Persons admitted into the house shall bring their clothes and such part of their furniture as the Board shall approve of. All persons admitted, who are capable of working, shall be employed as well to inure them to labour, as to contribute to their support.

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RULE VI.

GOVERNMENT OF THE HOUSE.

SECT. 1. At the stated hours fixed by the Board of Managers, all persons who are capable of working, shall repair to the proper apartments or places allotted for them, where they shall work orderly, and at such business, and as many hours as the Managers shall direct. They shall not curse or swear, strike, abuse, give ill language or be clamorous, but shall behave themselves soberly, decently and courteously to each other, and respectfully to their superiours and governours.

SECT. 2. All the fires and lights in the house (excepting such as shall be indispensably necessary) shall be extinguished every evening at eight o'clock, from the first day of the tenth month called October, to the first day of the third month called March, inclusive, and from the second day of March, to the thirtieth day of September inclusive, in each and every year, at nine o'clock in the evening.

SECT. 3. When any persons are taken sick, they shall be removed to the sick ward, that they may receive the benefits of nursing and of medical assistance.

SECT. 4. Whereas some slothful persons may pretend sickness or lameness, to excuse themselves from labour, such persons shall be examined by the physicians, and if it appears by their report and other concurring circumstances, that such persons have made false excuses, they shall be punished by being confined in the cells, or in some other legal way, as the Manager's shall determine.

Those who behave themselves soberly and decently, and observe the rules and orders of the house, and are industrious at such employments as are assigned them, shall be reported to the Board by the Steward at the expiration of the year.

SECT. 5. When the children shall have arrived at a proper age, they shall be taught to read, during such

hours as shall be directed by the Managers, and the remainder of their time shall be employed in work suited to their strength and capacities.

Sect. 6. No persons shall smoke tobacco in their beds under the penalty of being confined in the cells for one week, and all persons absenting themselves from their proper wards during the night, without permission of the Managers, shall not be suffered to partake of the first and second meals of the succeeding day.

Sect. 7. The gate on Spruce-street shall be opened every morning throughout the year at sun rise, and from the first day of the tenth month, called October, to the first day of the third month, called March, inclusive, it shall be closed at eight o'clock in the evening; and from the second day of March, to the thirtieth day of September, it shall be closed at nine o'clock in the evening. The gate dividing the men's from the women's yard, and the large gate at the entrance of the men's yard, shall be opened every morning at sunrise and closed every evening at sunset.

Sect. 8. No person shall presume to beg money &c. directly or indirectly from any who shall come to visit the house, on pain of being confined in the cells on bread and water for a time not exceeding forty-eight hours.

Sect. 9. No persons shall go out of the house, or receive tickets from the Steward for that purpose, without liberty obtained from the Managers or their visiting committee, who shall regularly enter their names at the time of their granting such permission, into two books kept for the purpose, one of which shall remain with the gate-keeper, the other with the Steward, and every applicant who obtains permission as above, shall return decently and soberly, at the time appointed, on penalty of being denied the same privilege for one month, and of being confined in the cells on bread and water, for a period not exceeding one week: and in order that those tresspassing this rule may be known, the Steward and gate-keeper are hereby re-

quired to note in the books aforesaid, opposite the names of the persons so offending, on their return to the house, the nature of the tresspass committed.

Paupers, whose services may be occasionally wanted in the bleachfield, garden, haymaking, &c. are always to be considered as exceptions to this section, and the Steward is authorised to grant them the privilege of going out on these services, but only during the day.

Sect. 10. All who are hired by the Managers or manufacturing committee, and receive wages in the house, shall conform to such laws, orders, and regulations, as shall be agreed on by the Board of Managers, or manufacturing committee aforesaid, on pain of being entirely discharged from the house.

Sect. 11. If any person or persons shall neglect to repair to their proper places for work, or when there shall waste or spoil any of the materials or tools used in the several manufactories, or shall introduce any strong liquors into the house, or shall disturb the house by clamour, quarreling, fighting or abusive language, or shall behave disrespectfully to their superintendents, or, shall be guilty of lying or wanton and lascivious behaviour, or shall drink to excess, steal, or profanely curse or swear, or in any other respect act immorally or irregularly, they shall be punished by being confined in the cells, and supported on bread and water at the discretion of the visiting committee, not exceeding one week, unless the Board of Managers direct a longer confinement, or proceed against them before a magistrate, there to be dealt with according to law.

Sect. 12. No spirituous liquor shall be distributed to any of the paupers (the orders of the physicians always excepted) unless the Steward may deem it necessary, and only then, upon having obtained the approbation of the Board of Managers, for which purpose, he shall make application to them, stating the use it may be wanted for, and also the quantity required.

RULE VII.

CELL KEEPERS.

Sect. 1. One or more persons shall be appointed by the Board of Managers, whose duties shall rest in the care and oversight of the cells, and the unfortunate objects who may be placed therein. They shall be particularly careful that strict attention be observed with respect to the comfort, convenience, and cleanliness of the different persons placed under their charge, that the medicines and provisions ordered by the physicians be carefully administered to the patients, preserving a rigid caution, that none who are lunatics shall at any time be suffered to have their liberty without the consent or approbation of the physicians, and at all times endeavour as much as possible to prevent their communicating with the residents in the house, or with strangers.

Sect. 2. They shall keep two books, in one of which they shall insert the names of those who are confined for misconduct, the nature of their offence, the date of their admission and discharge, as also the names of the person by whose order they are either committed or discharged; and in the other the names of the persons under care of the physicians. They shall not absent themselves night or day from their duty, without permission from the Managers; and should it be their wish to leave their employment, they shall give one month's notice thereof to the Board of Managers.

RULE VIII.

NURSES AND SUPERINTENDENTS.

Besides the various duties assigned in the regular course of their undertaking the charge of the different wards, the nurses and superintendents shall report every morning to the Steward, or Matron, the names of

such persons occupying the ward under their care, as may have absented themselves the night preceding in order that they may be punished as directed in the rules relating to the government of the house ; they shall also report, for the same purpose, all those who do not behave themselves in an orderly, decent and becoming manner, (and when any instance occurs of a person lodging from out of their proper ward, they shall forthwith inform the Steward of the name of the person so offending.) For neglecting to perform any of their respective duties, the nurses or superintendents shall forfeit one week's wages, subject however to the discretion of the Managers in the event of a sufficient reason being urged for such neglect.

RULE IX.

CARPENTER'S SHOP.

Sect. 1. No person shall be permitted to work in the carpenter shop without permission from the Board of Managers, who shall appoint one man as superintendent, and on whom shall devolve the general care of the shop, tools, materials, &c. He shall make report once in every week to the Steward, who shall submit the same to the manufacturing committee, of all work that has been done in the shop, designating the various kinds. He shall notify the Steward of all applications that may be made for coffins to be constructed different from the usual form ; the extra charge for which shall be paid into the hands of the Steward, for the benefit of the institution.

Sect. 2. No other work shall be done in the shop, than that ordered by the Managers or Steward, and any person detected in using the tools or materials for any purpose contrary to such orders, or introducing into the shop spirituous liquors of any kind, shall be confined in the cells at the discretion of the visiting committee, and supported while there on bread and water.

The foregoing Ordinance and Rules were agreed to at a meeting of the Board of Managers, held at the Almshouse in the city of Philadelphia, on the second day of November, in the year of our Lord one thousand eight hundred and seven.

D. C. CLAYPOLE,
JOHN BACON,
ISAAC C. JONES,
DAVID FLICKWIR,
JOHN STILLE,
THOMAS ASH,
JONA. THOMAS,
SAMUEL VOLANS.

Managers of the Almshouse.

I approve of the foregoing Ordinance and Rules.

WILLIAM TILGHMAN.

Chief Justice of the Supreme Court of Pennsylvania.

Dec. 2, 1807.

I approve the foregoing Ordinance and Rules.

J. B. M'KEAN.

Attorney General of Pennsylvania.

Dec. 7, 1807.

RULES AND REGULATIONS

PHYSICIANS AND SURGEONS.

First, Resolved, That there shall be three Physicians, three Surgeons, and one Practitioner of Midwifery connected with the Philadelphia Alms House.

Second. That the Board of Managers shall, at their stated meeting on the last Monday in December 1814, elect three Physicians to attend the medical department, three Surgeons to attend the surgical department, and one Practitioner of midwifery to attend the midwifery department of the house.

Third. That the Physicians and Surgeons of the house shall attend their respective departments, each four months in succession; the time of the commencement of their respective duties to be fixed by the Board of Managers immediately after the completion of said election.

Fourth. The Physicians, Surgeons, and Practitioner of Midwifery in attendance for the time being, shall visit and prescribe for the patients of their respective wards at least twice in every week; the visiting and prescribing days to be fixed on by themselves: they shall also attend at all times when informed by a Manager or resident student of a case requiring their special attendance.

Fifth. That it shall be the duty of the visiting and prescribing Physician and Surgeon, to notify, at least seven days prior to the expiration of their term; the next succeeding Physician and Surgeon to meet them at the Alms House, on the two last visiting and prescribing days; then and there to give all the necessary information of the patients in their respective departments.

Sixth. The Physicians, Surgeons, and Practitioner

of Midwifery, shall meet in consultation respecting the patients of the house, when notified for that purpose by the Physicians, Surgeons, or Practitioner of Midwifery in attendance ; and if any Physician, Surgeon, or Practitioner of Midwifery shall neglect or refuse to attend in consultation, when notified as aforesaid, he shall forfeit his situation in the house, unless satisfactory reasons can be given to the Board of Managers for his non-attendance ; the same forfeiture shall be attached to the attending Physicians and Surgeons, and to the Practitioner of Midwifery, should they neglect or refuse to notify their colleagues to a consultation which they may think necessary to call.

Seventh. That no surgical operation endangering the life or the loss of the limb of the patient shall be performed in the house, until a consultation of all the Surgeons shall be held respecting such operation ; and it shall be the duty of the attending Surgeon to call a consultation whenever an operation, as aforesaid, may appear to him necessary ; and in case of neglect or refusal of any one or more of them to attend said consultation, he shall then notify as many of the Physicians as will make up the number neglecting or refusing to attend ; and when a Surgical operation is deemed necessary by the Surgeons, or a majority of them, it shall be the duty of the visiting and prescribing Surgeon for the time being, to request the seniour students of the house to give written or printed notices of the same to all the Physicians, Surgeons, and Practitioner of midwifery attached to this Institution : also to all the students who are entitled to see the same by the purchase of tickets of admission ; provided always, that should a case occur of an urgent nature, requiring an immediate operation, and which a delay unavoidably occasioned, before a consultation could be held, might be fatal to the patient ; and should the Surgeon be satisfied, or of an opinion that the life of the patient rested on an immediate operation, he may in that case only, dispense with consultation.

Eighth. That it shall be the duty of the Physicians and Surgeons, in visiting their respective clinical wards on their respective prescribing days, to make such clinical remarks for the information of the medical students attending the practice of the house, as the nature of the case may require.

Ninth. That the Physicians, Surgeons, and Practitioner of Midwifery, shall meet at the house on the first Monday in every month, appoint at their first meeting out of their body, a President and Secretary, who shall keep fair and regular minutes of their proceedings; they shall consult together respecting the better regulations of their respective departments, and of all other things belonging thereto, which in their judgment may have a tendency to promote the medical interest of the house, and report the same to the Board of Managers at their next stated meeting for their information, whether any, and if any, what regulations, &c. they may consider necessary.

Tenth. That it shall be the duty of the Physicians, Surgeons, and Practitioner of Midwifery, at their stated meetings, to inquire into the state of the instruments and apparatus necessary, for their respective departments, and report to the Board of Managers at their stated meetings, such things as may be wanted.

Eleventh. That in case of the inability of any of the Physicians, Surgeons, and Practitioner of Midwifery, to attend to their respective duties in the house, it shall be the duty of the Physician or Surgeon who stands next in order of rotation, to attend to the duties of such Physician or surgeon until his inability shall be removed; and in case of the inability of the Practitioner of Midwifery, his duty shall devolve on the Physicians attending for the time being, until the inability shall be removed.

Twelfth. That in case of the death or resignation of any of the Physicians or Surgeons, within the period of their attendance, it shall be the duty of the Physician or Surgeon next in order of rotation, to attend to

the duties of the house, until the vacancy occasioned by such death or resignation shall be filled by the election of a Physician or Surgeon; and in case of the death or resignation of the Practitioner of Midwifery, the duties of that department shall be discharged by the Physician attending for the time being, until a successor shall be elected.

Thirteenth. That in case of the death or resignation of any of the Physicians, Surgeons, or Practitioner of Midwifery, the Board of Managers shall at their next stated meeting, or as soon after as practicable, elect a Physician or Physicians; Surgeon or Surgeons; or a Practitioner of Midwifery, to supply the vacancy or vacancies that may happen by such death or deaths, resignation or resignations.

Fourteenth. That the Practitioner of Midwifery, be and he is hereby authorized to admit two students at a time and no more, to see a case of labour; provided, that such students may have furnished themselves with tickets to see the practice of the house, that he shall not give the preference to his own students over any others who may have a prior right.

Fifteenth. That the respective wards shall be under the special care and direction as respects medical treatment, &c. of the Physician and Surgeon in attendance, who are to give information of all medicines, diet, &c. that may be requisite for the sick or diseased, to the student in attendance on him, or in his absence, in writing to the apothecary.

Sixteenth. That should either of the Physicians discover any inattention or neglect of duty on the part of either students or nurses, they shall give information thereof to the Board of Managers, at their next meeting.

Seventeenth. That the services of the Physicians, Surgeons, and Practitioner of Midwifery, at present connected with the house, are hereby dispensed with, from and after the first day of January 1815, unless they shall be re-elected.

Eighteenth. That all the Rules and Regulations heretofore established, respecting the Physicians, Surgeons, and Practitioner of Midwifery of the house, be, and the same are hereby repealed.

December 19*th*, 1814.

ADMISSION AND GOVERNMENT OF THE.

MEDICAL STUDENTS.

First. The Board of Managers shall elect by ballot, for one year, two resident students, who shall also act as assistant apothecaries for six months, and for the remaining six months as senior students; and at the expiration of every six months thereafter continue in succession to elect two such other resident students for one year, so that each resident student may serve half the year as junior student and assistant apothecary, and the other half of the year as senior student.

Second. That no person can be eligible to be elected as resident medical student in the Alms-house, who has not been a regular student under a respectable Practitioner of medicine for two years, and attended one complete course of medical lectures. Every student so elected, before he enters on the duties of his office, shall pay the sum of one hundred and fifty dollars for the use and benefit of the Institution.

Third. That it shall be the duty of the senior students to take charge of the medical and surgical departments in monthly rotation, and attend the visits of the Physicians and Surgeons, and correctly note down their prescriptions in a book to be kept for that purpose. They shall visit and prescribe (if necessary) for all the patients in their respective wards, at least once every day, and oftener if the state of any of the diseased should require it; and to see that the prescriptions are promply complied with by the junior students, and nurses. And at all times when called upon for that purpose, by a Manager or the Stewards or Matron.

Fourth. That it shall be the duty, of the senior students to attend to the practice of Midwifery in the house, in the rotation of cases.

Fifth. That the senior students shall register the time of admission, name, age, and disease; and the event of all the cases admitted into the Infirmary; they shall keep books, and record therein a correct history of all the cases in the Infirmary which the prescribing Physicians and Surgeons may think proper to direct. Should any difficult case occur in the absence of the prescribing Physician and Surgeon, they shall give notice thereof to either of them. They shall draw orders on the Steward for the liquors and diet prescribed by the Physicians and Surgeons. They shall have the exclusive care, and keep in proper order for immediate use, all the Surgical Instruments and aparatus, and shall not permit any of them to be taken out of the house, without the consent of the attending Physician or Surgeon; and shall at the expiration of their time submit to the inspection of the attending Surgeon, the Surgical Instruments of the Institution and deliver them to the Steward, and if any of them are then lost or missing (unless the loss is unavoidable) they shall be accountable for them.

Sixth, That it shall be the duty of the junior students, to attend the visits of the senior students in monthly rotation, and note down their prescriptions: They shall attend the senior students in the practice of Midwifery in rotation of cases: They shall assist in preparing and putting up the medicines; and shall superintend and assist in the administration of all the prescriptions of the Physicians and Surgeons, and senior students: They shall bleed, cup, and leech, all the patients in the Infirmary agreeably to the prescriptions of the Physicians, Surgeons and senior students: They shall visit the convalescent, working, and childrens wards, every day, and if they find any sick, they shall report them to the senior students.

Seventh. That the resident students are never all to

be absent from the house at the same time, nor any of them to absent themselves therefrom more than twelve hours at any one time without first obtaining the consent of the attending Physician or Surgeon, nor more than three days without leave from the Board of Managers, or visiting committee.

Eighth. Any student may be removed for disorderly or improper conduct, by a vote of two thirds of the Managers present, at a regular meeting of the Board.

Ninth. The junior students shall always act as assistant apothecaries, and in case of sickness or absence, perform the duties of the principal apothecary.

Tenth. That all the Rules and Regulations heretofore passed for the admission and government of resident medical students in the Alms-house be, and the same are hereby repealed.

April 8, 1816.

APOTHECARY'S SHOP.

Art. 1. It shall be the duty of the Apothecary appointed by the Board of Managers, to take charge of all the medicines, and other articles appertaining and belonging to the Apothecary's shop and Laberatory, and see the same are kept in proper order and repair: he shall once every year, take an account of the medicines and instruments on hand, and present a copy of the same to the Board of Managers; he shall every week make out a list of medicine, &c. wanted; and lay the same before the Board at their next meeting; he shall examine all bills for the same, and certify whether correct before passing them by the board; he shall attend to the putting up the prescriptions of the Physicians and Students, and see that all tinctures, linaments, syrups, ointments, plaisters, and other preparations usually expected of an Apothecary to prepare, are carefully and correctly made; he shall carefully preserve all prescriptions that are put up in the shop, and enter into a book

the names of all those who receive frequent or regular allowances of opium, spirituous tinctures, or other spirituous or malt liquors.

Art. 2. The Apothecary shall not give, or permit any other person to give any medicines, spirits, tinctures, or malt liquors to any pauper or nurse whatever, unless the same is prescribed or ordered by one of the Physicians or Students of the house; nor shall he absent himself from the shop at any time for more than six hours without permission of the Board of Managers, or the Visiting Committee of the week, and whenever absent shall previously leave notice thereof in the office.

Art. 3. The junior Students shall always act as Assistant Apothecaries, and in case of sickness, or absence, perform the duties of the principal Apothecary.

Art. 4. In cases of urgent necessity, medicines or instruments may be procured by either of the Students or Apothecary, without an order from the Board: but in such cases the same must be reported by the Apothecary to the next meeting of the Board of Managers.

Art. 5. No opium, liquor, or spirituous preparations whatever, shall be given by the Students to persons not under medical treatment.

Feb. 12, 1816.

MEDICAL LIBRARY.

Art. 1. The Library shall be under the superintendence and direction of the Apothecary for the time being. And it shall be his duty, to see that all the books are labelled and numbered, and shall carefully preserve a catalogue of them in numerical order: he shall examine those returned, and if *uninjured* immediately place them upon the shelves. He shall keep in a book provided for that purpose, an exact account of fines and forfeitures as they are incurred, and settle with the Steward for the same, monthly. He shall report to the first meeting of the Board in every month,

the state of the Library, and what defalcations have occurred in returning books, if any.

Art. 2. The books shall be lent out *only* to the following persons. The Physicians of the Alms-house, and Managers for the time being. Any person who, as Physician, may or shall have served the Institution for a period not less than five years.

Art. 3. The sum to be paid for a right or privilege during life, in the Library, conformably to its rules, shall from and after the 1st day of April, 1816, be thirty dollars, payable in one entire sum. But any person entitled to attend the practice of the Alms-house for a season, may so long use the Library, the right in neither case to be transferable.

Art. 4. A folio, may be loaned for four weeks, a quarto three weeks, octavo, and duodecimo, two weeks, and no longer, unless the loan be renewed.

Art. 5. A deposit shall in every instance be left for each book lent, of ten dollars, unless the same is worth more than six dollars, in which case the deposit shall be at least double its value, and the borrower shall give a promissory note specifying such deposit and engaging to return the book undefaced within the time specified by these rules limited, at the expiration of which he may renew his note and take the book again, if no other person apply for it; but if so applied for, the new applicant shall have the preference. The attending Physicians shall sign a note for double the value of each book they may take out of the Library, and a deposit shall in every other case be left.

Art. 6. In case a book be returned *injured*, the borrower must either pay for the injury, replace the book, or pay double its value, or forfeit his deposit, and be deprived of the future use of the Library at the pleasure of the Board.

Art. 7. No individual can have more than two books at one time, except the Physicians of the house, by written consent of the visiting committee of the week.

Art. 8. If any person take a book from the Libra-

ry, without the knowledge of the Librarian, and giving note as prescribed by the fifth rule, he shall forfeit his privilege.

ART. 9. A fine of twelve and a half cents per week, shall be paid for every book kept beyond the limited time, and if the borrower does not return it in three months from the date of his note, it shall be deemed lost, in which case the deposit shall be forfeited, and the book replaced, or its value paid by the borrower, in default whereof his right to the Library shall be forfeited.

ART. 10. If a single book, not belonging to a sett, should be lost, the borrower shall forfeit his deposit, and if one or more books belonging to a sett or setts be lost, he shall also forfeit his deposit, take all the remaining volumes, and pay the full value of the whole sett.

ART. 11. Promissory notes are not to be returned, but cancelled by defacing the signature, and when deposits are returned receipts for the same shall be endorsed on the back of the notes respectively.

ART. 12. In case of doubt respecting violation of the foregoing rules, recourse must be had to the Visiting Committee of Managers for the week, whose determination shall be conclusive. No Manager shall be allowed to judge in his own case; and if a determination cannot be obtained as above, the Board of Managers shall decide.

Art. 13. The Board of Physicians may, from time to time, designate such books as shall not be taken out of the Library.

March 18, 1816.

GOVERNMENT OF THE SCHOOL.

First. The teacher shall be appointed by the Board of Managers, removeable at their pleasure.

Second. The hours of teaching shall be from 8 to 11 in the morning, and from 2 to 5 in the afternoon in sum-

mer, and from 9 to 12 in the morning, and from 2 to 5 in the afternoon in winter.

Third. It shall be the duty of the teacher, to see that the boys come to school clean washed and dressed, and on failure thereof to send them back to the Nurse from whom they came, to have it done, and inform the Matron.

Fourth. As it is of the highest advantage to give an early impression of the great importance of Religion ; it shall be the duty of the treacher to open school each morning, and close it at night, by reading such a form of prayer as may be thought suitable by the Managers.

Fifth. The teachers shall be careful to have the scholars punctual to the time of meeting, which shall be announced by ringing of the bell ; and when met they shall observe as much silence and order as possible.

Sixth. The scholars shall not go out during school hours, without consent of the teacher, and shall return in ten minutes at least.

Seventh. The teacher shall use lenity and kindness to the boys under his care, and in no case inflict *corporal punishment.*

Eighth. No child shall be admitted into the School, who does not belong to it.

Ninth. It shall be the duty of the teacher to attend with his scholars in divine service when in the house, and keep them as much as possible silent, and in order, and place them by themselves.

Tenth. The books recommended are Pierce's Spelling Book, Mrs. Barbauld's Easy Lessons, and the New Testament.—*Morning Exercise*, first Lesson spelling in classes—second Reading—third Spelling seperately, and the same in the *afternoon.*

Eleventh. The teacher shall take special care, that no improper language shall be used, and endeavour to infuse a spirit of friendship among his pupils.

Twelfth. The punishment for bad behavour, shall be bread and water, and solitary confinement if necessary for an hour or two, but under the direction of the visiting committee, who shall always have the superin-

tendence of the School: such rewards shall be proposed as inducements to diligence as the Managers shall think fit, and the teacher shall report to them, each month at least, the names of such boys as excel in diligence, good conduct, and learning.

Thirteenth. The teacher shall keep a catalogue of the pupils; call it morning and evening, and mark the absentees—see that the books are properly taken care of, and in a special manner inculcate a love of truth, by never punishing when the truth is told; and honesty by pointing out the thief, and the disgrace that accompanies stealing.

March 16*th*, 1816.

GOVERNMENT OF THE CELL KEEPER.

First. He is to keep the cells clean and wholesome, likewise the patients under his care.

Second. To give the patients such medicine and provisions as the visiting Physicians may order.

Third. Not to allow any of the paupers to stroll about the cells.

Fourth. Not to absent himself night nor day without permission of the Managers.

Fifth. Should he wish to leave the employ, he is to give at least, one months previous notice.

Sixth. To use as much lenity and kindness to Lunatics, as may be compatible with their safety and orderly conduct.

December 16*th*, 1805.